Technology Use Agreement
St. Paul Lutheran School
Bay City, MI

Preparing Students To Engage a World in Christ

How to be a Responsible Digital Citizen

Each day I will…

- Store iPads and Chromebooks safely.
- Use only the St. Paul student Wi-Fi to access the Internet; students are not permitted to use a cellular connection or other Wi-Fi networks to access the Internet.
- Use Fast Direct to check my assignments and receive information from teachers.
- Stay on task and follow my teacher's instructions when to use my iPad, Chromebooks, PC's, or other electronic devices.
- Make sure to back up my work.

When I use technology, I will…

- Use appropriate, respectful language and content in all of my digital communications. This includes my choice of user names.
- Respect the privacy and dignity of every member of the school community when I post online, text, email, and use other forms of social media.
- Keep my personal information private in online postings-including my phone number or other contact information.
- Respect copyright laws. If I am unsure about what constitutes inappropriate copying or plagiarism, I will consult with a teacher or administrator.
- Ask a teacher or administrator if I am uncertain about whether a specific activity, program, or website is permitted or appropriate.
- Help maintain a safe digital environment for everyone. If I see a message, comment, image, or anything else online that makes me fell concerned for my safety or the wellbeing of another student (for example: threats or insults), I will immediately bring it to the attention of a teacher or administrator.
- Remember that I am an ambassador of St. Paul Lutheran School whenever I communicate with others.

I will not…

- Use technology in a way that could be harmful to me or others.
- Make, post, or share audio/video recordings of anyone without their prior permission.
- Pose/post as someone else in my digital communication.
- Search for inappropriate content/images online or download program to the iPad, Chromebook, PC, or personal device.
- Use software or applications in the classroom that distract me from my learning.
- Try to circumvent the school's safety measures and Internet filtering tools.
- Use someone else's password or take advantage of a student who inadvertently left a computer, notebook, iPad, or personal device without logging off.
- Use anyone else's computing device without expressed implicit permission.
- Agree to meet someone I met online in real life (without parental permission).

If or when a mistake is made, I will…

- Try to correct my mistake immediately.
- Quickly contact a teacher or administrator and explain the situation honestly.
- Apologize to any individuals that may have been adversely affected by my actions and find ways to fix the situation.

I have read the St. Paul Lutheran School Responsible Use Policy and reviewed it with my child.

I understand and accept the responsibilities that come with using a computing device at St. Paul Lutheran School.

Parent/Guardian Name(Printed)		Parent/Guardian Signature	Date

I have read the St. Paul Lutheran School Responsible Use Policy and reviewed it with my teacher.

I understand and accept the responsibilities that come with using a computing device at St. Paul Lutheran School.

Student Name(Printed)	Student Signature	Date

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